

TOWN OF BLUFFTON HISTORIC PRESERVATION COMMISSION
Meeting Room, Theodore D. Washington Municipal Building
Wednesday, December 2, 2015

Present: Hank McCracken, Chair; Christopher Epps, Vice-Chair; Sean Barth; Kathryn Drury; Will Guenther

Absent: Marge Blair; Chuck Dulcie

Staff: Erin Schumacher, Senior Planner; Katie Peterson, Planning Assistant; Rocio Rexrode, Growth Management Coordinator

I. CALL TO ORDER

McCracken called the meeting to order at 6:00 p.m.

II. ROLL CALL

III. NOTICE REGARDING ADJOURNMENT

The Historic Preservation Commission will not hear new items after 9:30 p.m. unless authorized by a majority vote of the Commission Members present. Items which have not been heard before 9:30 p.m. may be continued to the next regular meeting or a special meeting date as determined by the Commission Members.

IV. NOTICE REGARDING PUBLIC COMMENTS

Every member of the public who is recognized to speak shall address the Chairman and in speaking, avoid disrespect to Commission, Staff, or other members of the meeting. State your name and address when speaking for the record. **COMMENTS ARE LIMITED TO THREE (3) MINUTES.**

V. ADOPTION OF AGENDA

Epps made a motion to approve the December 2, 2015, Historic Preservation Commission agenda. Drury seconded the motion. All were in favor and the motion passed.

VI. ADOPTION OF MINUTES – November 4, 2015

Epps made a motion to adopt the November 4, 2015, Historic Preservation Commission meeting minutes. Guenther seconded the motion. All were in favor and the motion passed.

VII. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

There were no Public Comments.

VIII. OLD BUSINESS

There was no Old Business

IX. NEW BUSINESS

1. FOR ACTION

- A. Certificate of Appropriateness.** A request by Lottie Anne D. Mundy for approval of a Certificate of Appropriateness to renovate and construct an addition to an existing 990 SF residential structure, located on the property identified as 103 Lawrence Street and zoned Neighborhood General-HD (COFA 10-15-9401).

Schumacher presented.

Mrs. Mundy was present to discuss the project and answer questions.

Barth made a motion to approve the Certificate of Appropriateness with the following conditions:

1. Per Section 5.15.6.M. of the UDO, revise the shutter material to be a durable wood.
2. Per Section 5.15.6. of the UDO, HPC accept corrugated metal roofing as an appropriate substitute for those listed as options under the Architectural Standards.
3. Per Section 5.15.6.J., all new gutters that are installed must be of an approved gutter profile (square, rectangular, or half-round).
4. Per the Applications Manual, a landscape plan is required for review. This plan is used to review items such as foundation plantings, street tree locations, overall canopy coverage and the use of invasive species for conformance with the standards set forth in the UDO.
5. Remove all the proposed false shutters below windows C, D, and E, modify windows D to be of a permitted configuration, and remove or replace window C with a horizontal art glass similar to window D.

Epps seconded the motion. All were in favor and the motion passed.

- B. Certificate of Appropriateness.** A request by Elaine Gallagher Adams for approval of a Certificate of Appropriateness to construct a new single family residence of approximately 1,690 SF and an accessory carriage house of approximately 650 SF on the property identified as 4 Tabby Shell Road (Lot 4), in the Tabby Roads Development and zoned Neighborhood General-HD (COFA-11-15-9403).

Schumacher presented.

Mrs. Gallagher was present to discuss the project and answer questions.

Barth made a motion to approve the Certificate of Appropriateness with the following conditions:

1. Per Section 3.22.2 of the UDO, a Town of Bluffton tree removal permit is required for any trees over 14 inches DBH proposed for removal.
2. Per Section 5.15.7.H. of the UDO, an architectural elevation of the alley facing façade of the garage must be submitted for review and the proposed door must be modified to be no greater than 12' in width.
3. Per Section 5.15.6.J. of the UDO, all new gutters that are installed must be of an approved gutter profile (square, rectangular, or half-round).
4. Per Section 5.15.6.E.5. and 5.15.6.H.1.a. of the UDO, additional columns must be added to the rear porch to meet the spacing requirements and an

architectural detail of the screen configuration must be submitted for review.

5. Per the Applications Manual, a letter from the Tabby Roads HARB shall be provided to Town Staff stating that the plans have been reviewed and approved.
6. Per the Applications Manual, provide architectural details of a typical window detail (head, sill, jam with trim), railing detail, corner board detail, and a section through the eave for review.
7. Per Section 5.15.6.G.1.a. and Section 5.15.6. of the UDO, provide an appropriate finish to the proposed CMU block at the foundation or provide a pier foundation with appropriate skirting at the porch.
8. Per traditional construction techniques, remove the CMU detail at the base of the Carriage House and continue the siding material to the slab.

Guenter seconded the motion. All were in favor and the motion passed.

X. DISCUSSION

- a. **None** – McCracken requested that when plans and designs regarding the Garvin House are available, they should be presented to the HPC as a courtesy. He mentioned that before a final decision is made regarding the Calhoun Street Improvement Plans, the HPC would like to see a presentation. There was a question regarding the status of the proposed edits to Article 5, of the UDO. McCracken suggested that Members and Staff should continue the discussion and propose ideas to craft an appropriate code language.

XI. ADJOURNMENT

The December 2, 2015, Historic Preservation Commission meeting adjourned at 7:06 p.m.